

### 3.7.7.1. Individual

If Type is I (Individual), the INDIVIDUAL block shown in Figure 3-20 will open.

The screenshot shows the LIONS Civil Open Long screen with the title bar "LIONS - CIVIL OPEN LONG - [cvopen:1.19]". The USAO# field contains "2007V00692" and the Caption field contains "John Smith vs IRS". The main area is titled "INDIVIDUAL" and contains the following fields:

- Last Name:** Jones
- Title:** [empty]
- Court Trial #:** [empty]
- DOB:** [empty]
- Reservation:** [empty]
- Role:** D
- Salutation:** [empty]
- Job Pos:** [empty]
- Gender:** [empty]
- SSN#:** [empty]
- Tribes:** [empty]
- Weight:** [empty]
- Home Address:** [empty]
- Office Address:** [empty]
- City:** [empty]
- State:** [empty]
- Zip:** [empty]
- County:** [empty]
- City:** [empty]
- State:** [empty]
- Zip:** [empty]
- County:** [empty]
- Phone:** [empty]
- FAX:** [empty]
- Phone:** [empty]
- FAX:** [empty]

At the bottom left is the date "MON,15-OCT-2007" and at the bottom right are buttons for "Skip", "Next", and "Exit".

Figure 3-20: Individual

**Last Name/First Name/Role** - LIONS moves this information into the Individual screen from the Participant screen.

**Title** – Enter the Participant's Title, if applicable.

**Job Pos (Job/Position)** -- Press F9 and select a code for the Participant's job or position if it is relevant to the civil action.

**Court Trial #** - Enter the court trial number, if applicable.

**Gender** – Press F9 and select M (Male) or F (Female).

**SSN#** - Enter the participant's Social Security Number.

**DOB** – Enter the Participant's date of birth in DD-MMM-YYYY format.

**Tribe** – Press F9 and select the Native American tribe to which the Participant belongs, if applicable.

**Reservation** - Press F9 and select a code for a Native American reservation or military installation, if applicable. These codes can be used for Native American cases and/or crimes that occur on military installations. The codes for this field are established by your district.

**Weight** – Press F9 and select a code that further defines the complexity of the civil action. This code can be used assist in civil action assignment. The codes for this field are established by your district.

**Home Address, Phone and Fax Numbers** – Participant's home address and phone numbers.

**Office Address, Phone and Fax Numbers** – Participant's office address and phone numbers.

Press to return to a previous screen, or press or CONTROL + PAGE DOWN to go to the ALIAS block.

### 3.7.7.2. Alias

The Alias block tracks multiple names used by an Individual Participant, as shown in Figure 3-21. More than one alias can be entered.

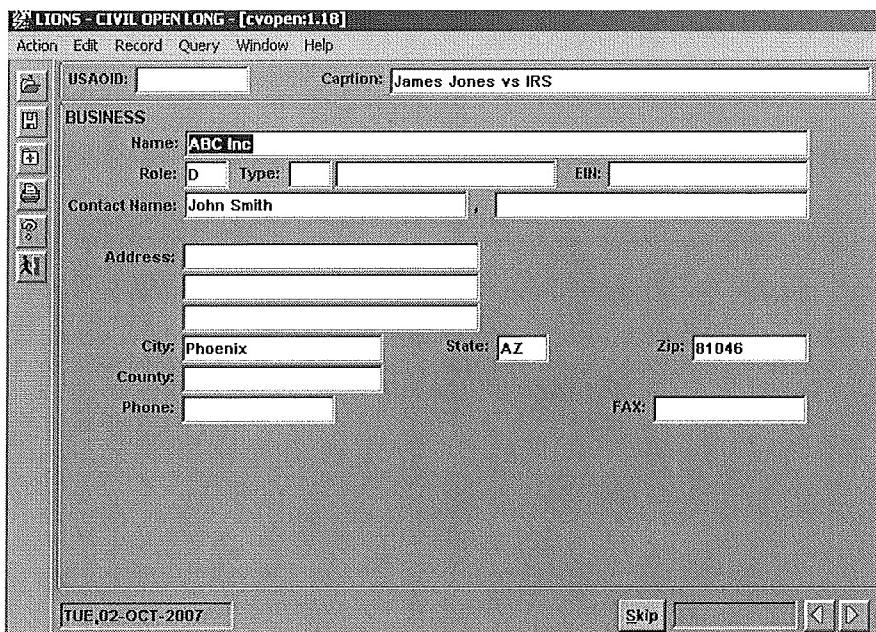
Figure 3-21: Alias

**Last Name/First Name** - Enter all known aliases. Press the DOWN ARROW to go to a blank line, or press F6 to insert additional lines if needed.

Press to return to the PARTICIPANT screen or press or CONTROL + PAGE DOWN to go to the RELATED PARTICIPANT screen.

### 3.7.7.3. Business Participant

If Type is B (Business), the BUSINESS block shown in Figure 3-22 will open. This information is for local use and is not required.



**Figure 3-22: Business Participant**

**Name/Role** - LIONS moves this information into the Business screen from the Participant screen.

**Type** - Press **F9** and select the business type code. The code should further describe the nature of the business.

**EIN** – Enter the Employer Identification Number of the business or organization.

**Contact Name** – Enter the name of the point of contact for the business or organization.

**Address/Phone Information** – Enter the business address and telephone numbers.

Press **K** to return to Participant screen, or press **D** or **CONTROL + PAGE DOWN** to go to the DOING BUSINESS AS screen shown in Figure 3-23.

### 3.7.7.4. DBA (Doing Business As)

**Figure 3-23: Doing Business As**

**Doing Business As** – Enter all known DBAs and all relevant information for each.

Press to return to Participant screen press or CONTROL + PAGE DOWN to go to the RELATED PARTICIPANTS screen.

### 3.7.7.5. Property Participants

If Type is P (Property), the PROPERTY block shown in Figure 3-24 will open. Information about the type of property, total number of tracts in Lands civil actions, the CATS ID, and the property address can be collected and tracked. All of the fields on this screen are optional.

**Figure 3-24: Property Participants**

**Name/Role** - LIONS moves this information into the Property screen from the Participant screen.

**Type** - Press F9 and select the property type code. The code should further describe the property.

**Total Tracts** - The total number of tracts associated with a Lands civil action.

**CATS Asset ID** - The number assigned to the property by Consolidated Asset Tracking System.

**Address/Phone** – Address and phone numbers for the property, if applicable.

Press to return to the Participant screen, or press to go to the PROPERTY VALUE block shown in Figure 3-25.

### 3.7.7.6. Property Value

The screenshot shows the LIONS - PARTICIPANT INFORMATION window with the following details:

- CASE**: USAOID: 2007Y00135, Caption: Victor Mocanu v. Mueller, et al., Status: A
- PROPERTY** section:
  - Name: 123 Oak Street
  - Role: D, Type:
  - Total Tracts:
  - CATS Asset ID:
  - Address:
- PROPERTY VALUE** section:
 

Type	Value	Prop Date
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>

At the bottom left, it says TUE, 27-NOV-2007. At the bottom right, there are navigation icons: back, forward, and others.

Figure 3-25: Property Value

**Type** - Press F9 and select the code that identifies the source of the property valuation.

**Value** - The \$ amount of the property valuation.

**Prop Date (Property Date)** - The date of the valuation.

Press to return to Participant screen.

Press or CONTROL + PAGE DOWN to go to the RELATED PARTICIPANT block.

### 3.7.8. Related Participant

The Related Participant screen is used to establish relationships between participants in the same civil action. For example, a piece of property can be related to an Individual participant as shown in Figure 3-26.

Name	Role	Reason
ABC, Inc.	DD	OW
Jones, Jene	D	OW

**Figure 3-26: Related Participant**

**Name/Role** – Press **F9** and select a participant.

**Reason** – Press **F9** and select the code that explains the relationship between the participants. If a Related Participant has been selected then you **MUST** enter a reason for the relationship.

When you create a related participant record, LIONS automatically creates a matching record for the related participant.

### 3.7.9. Opposing Counsel

You can track Opposing Counsel for all participants (see Figure 3-27).

The screenshot shows the LIONS software interface for tracking opposing counsel. At the top, the title bar reads "LIONS - OPPPOSING COUNSEL - [oppcoun1.i]" and the menu bar includes Action, Edit, Record, Query, Window, and Help. Below the menu is a "CASE" section with USAID: 2007V00011, Caption: U.S. vs Mark Brinkley, and Status: C. A "PARTICIPANT (READ ONLY)" table displays one row: Role P, Last Name Brinkley, First Name Mark, Disp JU, Reason, and Disp Date 31-OCT-2008. Below this is a "OPPOSING COUNSEL" table with columns: Initials, Last Name, First Name, Type, Start Date, and End Date. One row is visible: Initials ABR, Last Name Brinkley, First Name Mark, Type RE, Start Date 27 NOV 2007, and End Date. The bottom status bar shows TUE 27-NOV-2007.

**Figure 3-27: Opposing Counsel**

**Inits** (Initials) – Press F9 and select the initials of the opposing counsel. The codes for this field are established by your district.

**Name** - LIONS automatically enters the name based on the initials entered.

**Type** – Press F9 and select the code that describes the type of counsel.

**Start Date** - Enter the date the opposing counsel became involved in the civil action.

**End Date** - This field is not used for civil initiation.

See *Chapter 4, Civil Closings and Updates, Section, 4.16.2 Opposing Attorney* for additional instructions.

### 3.7.10. Participant Comments

You can create a comment for each participant in the civil action using the **PARTICIPANT COMMENTS** block shown in Figure 3-28.

The screenshot shows the LIONS - PARTICIPANT INFORMATION window with the title bar "LIONS - PARTICIPANT INFORMATION - [gnpart:1.27]". The menu bar includes Action, Edit, Record, Query, Window, and Help. The main area displays participant information for a case involving "U.S. vs Mark Brinkley". The "INDIVIDUAL" section contains fields for Last Name (Brinkley), First Name (Mark), Role (P), Salutation, Position, Gender, DOB, Juvenile, FBI#, and PD#S. Below this is a large "PARTICIPANT COMMENTS" text area, which is currently empty. At the bottom left, the date "TUE, 27-NOV-2007" is visible.

Figure 3-28: Participant Comments

**Participant Comments** – This is a non-code field. Approximately 35 lines of text can be entered in upper, lower or mixed case. Where applicable, entries should be made in mixed case as they will appear in documents. To expand the Comments field, press ALT + E and select Edit from the menu. Click OK to exit the Edit screen.

### 3.7.11. Participant Relief

For all civil actions initiated in LIONS you **MUST** create at least one **Relief** record with a **Stage of Requested**.

If the action involves only one agency and one litigant, then one Requested record can be entered. If two agencies and one litigant are involved, two requested records must be entered.

**General Rule:**

Only one Relief Requested record per agency/participant combination.

**Exception:**

IRS cases can have multiple Relief Requested records for the same agency/participant combination.

The Relief screen is shown in Figure 3-29.

### 3.7.11.1. Relief

Figure 3-29: Relief

Type – Press F9 and select the type relief being sought:

- M** Monetary
- N** Nonmonetary
- B** Both Monetary and Nonmonetary

Stage – Defaults to R (Requested) for civil initiations. A Requested stage is required when a civil action is opened. This field tracks the history of Relief sought by a Participant in a civil action. The code in this field **CANNOT** be changed. (See Chapter 4 Civil Updates and Closings for more information on Relief.)

- D** Denied
- E** Estimated
- G** Granted
- O** Ordered
- R** Requested

The Ordered stage is for DNA Testing only. The Requested, Ordered and Granted stages are required to initiate the DNA Testing screen. See Appendix E, LIONS Coding Policies for further information.

Requested By – Press F9 and select the code for the Participant seeking Relief:

- G** Government is seeking the relief.
- O** Opposing Party is seeking the relief. Used for Lands civil actions. (LOV)

U (Unknown) should only be used until the information becomes available.

**Liability** - If only one participant is entered, LIONS defaults liability to **I (Individual)**. If multiple participants are entered, LIONS defaults the liability to **J (Joint and Several)**.

**Amount** – Enter a value for the relief being sought.

If **Type** is **M** (Monetary) or **B** (Both Monetary and Nonmonetary):

- Enter the dollar amount of monetary relief being sought. The maximum amount is 999,999,999,999.99. Do not enter a dollar sign (\$).
- If **Type N** (Nonmonetary), the cursor skips over this field.

If **Type** is **N** (Nonmonetary) or **B** (Both Monetary and Nonmonetary):

- Enter a description of the nonmonetary relief being sought.
- If **Type** is **M** (Monetary), the cursor skips over this field.

**Agency** - LIONS defaults this field to the Client Agency previously entered.

#### 3.7.11.2. Participant Relief

At least one participant **MUST** be attached to the Relief record.

**Name** - Press **F9** and select the Participants to attach to the Relief record.

**Role** – LIONS inserts the participant's role in the civil action based on information entered in the Participant screen.

**Disp** (Disposition) – Not used for civil initiations.

**TAB, ENTER, OR CONTROL + PAGE DOWN** to go to the **EVENT** block.

#### 3.7.12. Event

Participants can only be related to events if they are related to a court history stage for which the event is being entered, as shown in Figure 3-30

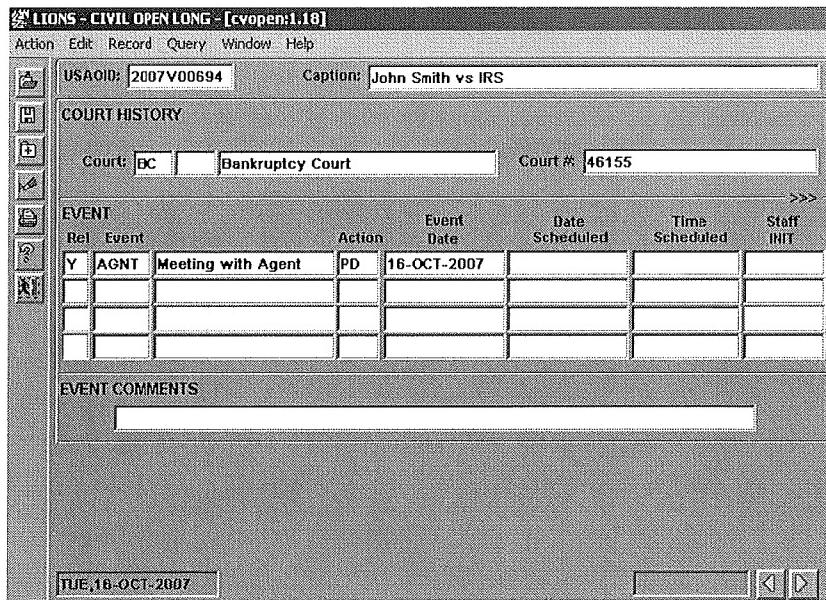


Figure 3-30: Event

**Rel (Relate) - Press F9.**

Select **Y** (Yes) to allow LIONS to relate participants in the Court History to the new event or scheduled event.

Select **N** (No) to select individual participants in the Court History to relate to the new event or scheduled event.

**Event** – Press **F9** and select the code that best describes the event. LIONS will insert the name of the Event based on the code selected.

Districts may create event codes at their discretion.

**Action** – Press **F9** and select the code that describes the status of the event.

**Event Date** - Enter the date the event occurred. When scheduling an event leave this field blank.

**Date Scheduled** - Enter the date an event is scheduled to take place. If an Event is entered, you must enter an **Event Date** or a **Scheduled Date**. Scheduled Dates will appear on staff members' calendar reports. Scheduled dates must be greater than the current date.

**Time Scheduled** - Enter the time an event is scheduled to occur. Scheduled time will appear on staff members' calendar reports.

**Staff Initials** - LIONS will automatically fill in the initials of the Lead Attorney. If this is incorrect, press **F9** and select the appropriate Lead AUSA initials.

**Doc Code (Document Code)** – Press **F9** and select the document number for document generation purposes, if needed.

**Document Staff Initials** - LIONS will default to the initials of the person logged into LIONS. This **CANNOT** be changed.

**Document Date** - Defaults to the current date. It is used by Document Generation when setting the date range for documents to be produced in batch. If it is necessary to regenerate a document, the date can be changed.

**Location Scheduled** - Enter a free-form description of the location of the scheduled event.

**Judge INIT (Initials)** – Press **F9** and select the initials of the Judge involved in the event or scheduled event.

**Judge Last Name** - LIONS will fill in the Judge's last name based on the initials entered.

If **Rel (Related)** is **Y (Yes)**, upon selecting **Judge INIT**, the **Participant Event** confirmation shown in Figure 3-31 will display showing all participants in the Court History record related to the event.

The screenshot shows the LIONS software interface for a civil open long case. The title bar reads "LIONS - CIVIL OPEN LONG - [cvopen:1.19]". The menu bar includes Action, Edit, Record, Query, Window, and Help. The USAOID field contains "2007V00712" and the Caption field contains "John Smith vs IRS".

The main area is titled "COURT HISTORY" and displays court information: Court: DC, District Court, and Court #: 123456. Below this is a table titled "EVENT" with columns: Event, Staff, Doc, DocStaff, Doc, Date, Location, Judge, and Judge. It lists two entries: AGNT (Givhan) and ACDU (Givhan), both associated with BIF and FOX.

Below the court history is a section titled "PARTICIPANT EVENT" with a table showing a participant named Johnson, William, with roles D, Disp, and Reason.

The bottom left corner of the window shows the date "MON, 19-NOV-2007".

Figure 3-31: Participant Event

If **Rel (Related)** is **N (No)**, upon selecting **Judge INIT**, the **RELATE PARTICIPANTS TO AN EVENT** screen (shown in Figure 3-32) will open.

The screenshot shows the "RELATE PARTICIPANTS TO AN EVENT" screen. It has a header with "X" and "Name" fields. Below is a table with three rows:

	Name	Role	Disp	Reason
X	123 Oak Street	D		
X	ABC Co	D		
	Johnson, William	D		

Figure 3-32: Relate Participants to an Event

Enter an **X** for each participant in the Court History record related to the Event.

**CONTROL + PAGE DOWN** to display the **PARTICIPANT EVENT** block shown in Figure 3-33. Selected participants in the current Court History record are related to the Event

The screenshot shows the LIONS - CIVIL OPEN LONG application window. At the top, the USAOID is 2007V00712 and the Caption is John Smith vs IRS. The COURT HISTORY section shows a Court of DC (District Court) and Court # 123456. Below it is the PARTICIPANT EVENT section, which contains a table with columns: Event, Staff Last Name, Doc Code, DocStaff INIT, Doc Date, Location Scheduled, Judge INIT, and Judge Last Name. Two entries are listed: AGNT Civhan and ACDU Civhan. The bottom of the screen shows the date MON, 19-NOV-2007.

Figure 3-33: Selected Participants Related to Event

### 3.7.13. Event Comments

This field is used to enter supplemental or explanatory information. Enter text as you would in WordPerfect. You can enter approximately 35 lines of text. To see more of the comment screen, press **ALT + E** and select **Edit** from the menu. The on-line Editor opens as shown in Figure 3-34.

The screenshot shows the LIONS - CIVIL OPEN LONG application window. The USAOID is 2007V00716 and the Caption is HUD vs John Smith. An 'Editor' dialog box is open, containing the text "This is a test.". The dialog has buttons for Search, OK, and Cancel. The bottom of the screen shows the date FRI, 30-NOV-2007.

Figure 3-34: Event Comments

The Event Comments field should **NOT** be used to repeat the Event Code description.

Press **Esc** to return to a previous screen or press **Alt + E** to go to the RELATED CASE screen.

### 3.7.14. Related Case

Two civil actions in LIONS can be related or a civil action in LIONS can be related to a civil action no longer in LIONS using the Related Case screen shown in Figure 3-35.

The screenshot shows the LIONS - CIVIL OPEN LONG screen with the following details:

- CASE Information:**
  - USAOID: 2007V00712
  - Caption: John Smith vs IRS
  - Received Date: 19-NOV-2007
  - Status: A (Active)
  - Criminal Potential: (checkboxes)
  - Cause of Act: CO (Commercial Litigation/General)
  - US Role: P (U.S. is Plaintiff)
  - Lit Resp: US (Case Handled Exclusively by U.S.)
  - Branch: 1 (Eastern Pennsylvania)
  - DOJ Division: CIVL (Civil)
  - DOJ Number: 4564164
  - Case Restrict: N (No)
  - Lit Track: (checkbox)
  - Security: S (Sensitive)
  - Special Proj: N (None of the Above)
  - ADR Mode: A (Arbitration)
  - Weight: 1 (Project Indictment - 6 Months)
- RELATED CASE Section:**

Court Number	Rel USAOID	Related Court Number	Reason
123456	2007V00694	46155	IS
- Bottom Status Bar:** MON,19-NOV-2007

Figure 3-35: Related Case

**Court Number** - Press **F9** to see all Court Numbers for the current civil action. Highlight the appropriate court number press **OK**.

**Rel USAOID** - LIONS will fill in the USAOID of the case related to the current civil action.

**Related Court Number** - LIONS will fill in the Court Number of the case related to the current civil action.

**Reason** - Press **F9** and select a code that explains the reason the cases are related.

A Reason **MUST** be entered if a Rel USAOID and/or Related Court Number is entered.

When a related case record is created, LIONS automatically creates a matching record for the related case if it is still in the LIONS database.

When all information has been entered, press **Esc** to return to a previous screen or press **Alt + E** to go to the CASE COMMENTS block.

### 3.7.15. Case Comments

This is a non-code field used to enter supplemental or explanatory information. Enter text as you would in Word. You can enter approximately 35 lines of text. To expand the comment screen or to make changes to comment text, press **ALT + E** and select **Edit** from the menu.

## 4.0 CIVIL UPDATES AND CLOSINGS

To update civil actions in LIONS you may be required to add information to existing records, change information in existing records, or add new records. The following table describes various types of updates and the steps to accomplish them.

Update	Action	Section
Initial Court Filing or Transfer to another Court	Close Court History Close Court Participant (optional) Modify Relief (optional)	4.3 4.4
Add additional Relief records	Access Relief	4.4
AUSA and Judge Reassignments (Global)	Access AUSA and Judge Reassignment from Admin Module	4.5
AUSA and Judge Reassignments (Individual)	Access Court History Access USAO Assignments	4.6 4.6
Agency/Agent Information	Access Agency	4.7
Restrict Case and other general Case Information	Access Restrict Case Access Case	4.8 4.9
Change in Court History Information	Access Court History	4.10
Event/Scheduled Event Information	Access Event	4.11
Expert Information	Access Expert	4.12
Miscellaneous Number (including DCMNS)	Access Miscellaneous Number	4.13
Opposing Counsel Information	Access Opposing Counsel	4.14
Participant Information	Access Participant	4.15
Track Multiple appraisals for a piece of property	Access Participant	4.15
Adding or changing information to Agency Office, Opposing Attorney, Expert, Judge	Access Picklists from the Civil pull down menu, then click on the appropriate option	4.16
Closing	Close Relief Close Case	4.17

All updates to existing civil actions can be performed through the **Civil, Case Summary** or the **Civil, Update, General Update** options.

If multiple updates are being made to an individual civil action, such as going from **Not in Court** to **District Court**, it is recommended that the updates be made from the **Civil, Case Summary** option.

If one kind of change is being made (scheduling events in multiple cases), select the appropriate record from the **Civil, Update, General Update** option.

## 4.1. Case Summary Screen

Select Civil, Case Summary in the LIONS Main Menu as shown in Figure 4-1 or press the letter C.

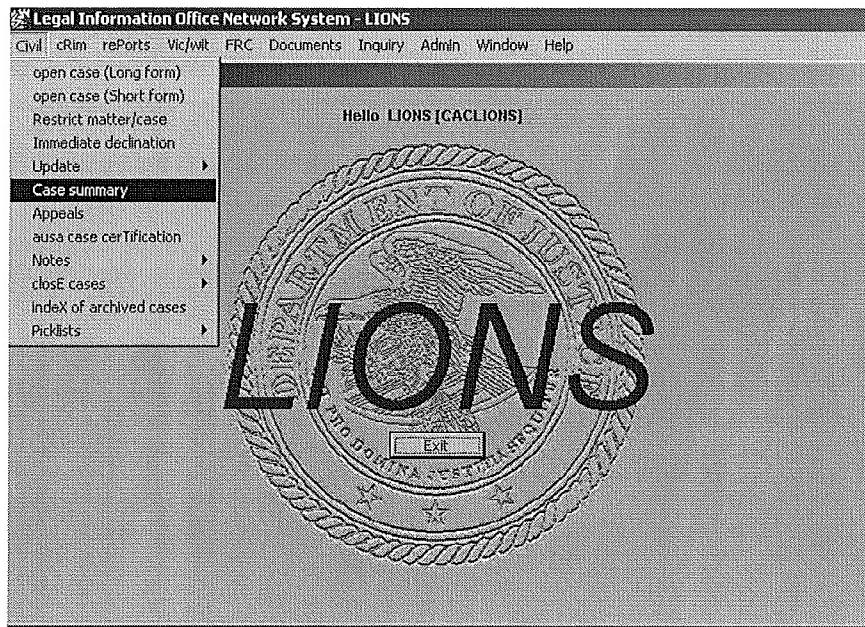


Figure 4-1: Civil Case Summary

The Case Summary screen shown in Figure 4-2 will open.

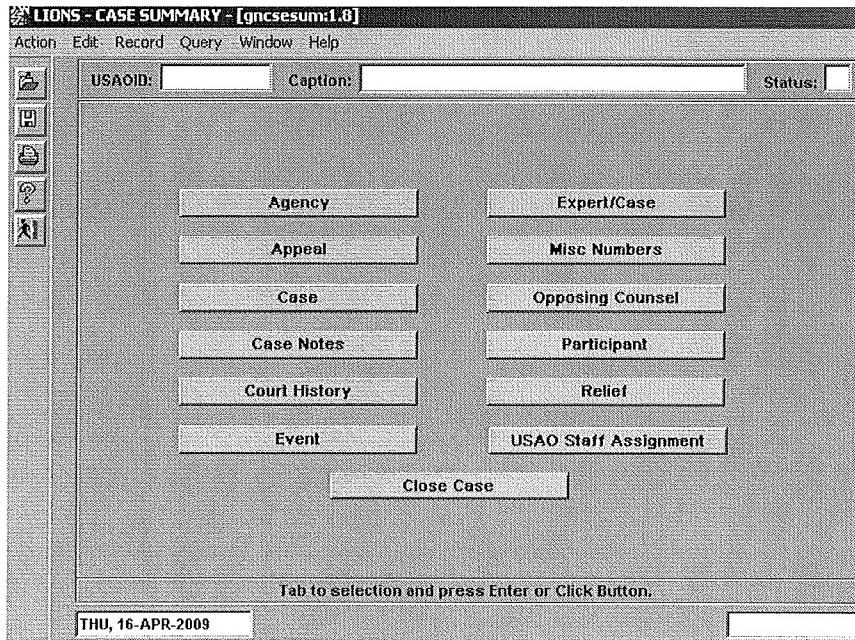


Figure 4-2: Case Summary Screen

Enter the USAOID for the case to be updated and press F8.

**Note:** If you do not know the USAOID, select an inquiry option from the Inquiry pull-down menu from the LIONS Main Menu to locate the case. See Chapter 2, Section 2.10 for instructions on performing

inquiries. Use the TAB, ENTER, or click with the mouse to place our cursor next to the record you want. Press F3 or double click to access the record.

**Note:** If your LIONS security permissions do not allow you to access a particular form, the box next to the form label; e.g., Agency, will be grey. Access to the Close Case screen is also available from the Civil Case Summary Screen.

## 4.2. General Update

From the Civil pull-down menu click on **Update** or press the letter **U**. From the next pull-down menu click on **General Update**, or press the letter **G**. See Figure 4-2.

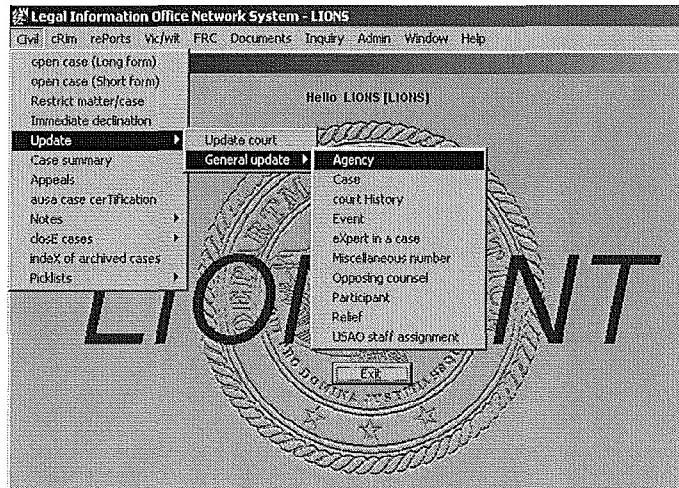


Figure 4-2: Civil General Update Menu Options

**Note:** To access forms through the General Update menu, click on the desired record or enter the underlined letter. For example, if you want to access the Event record press **E**.

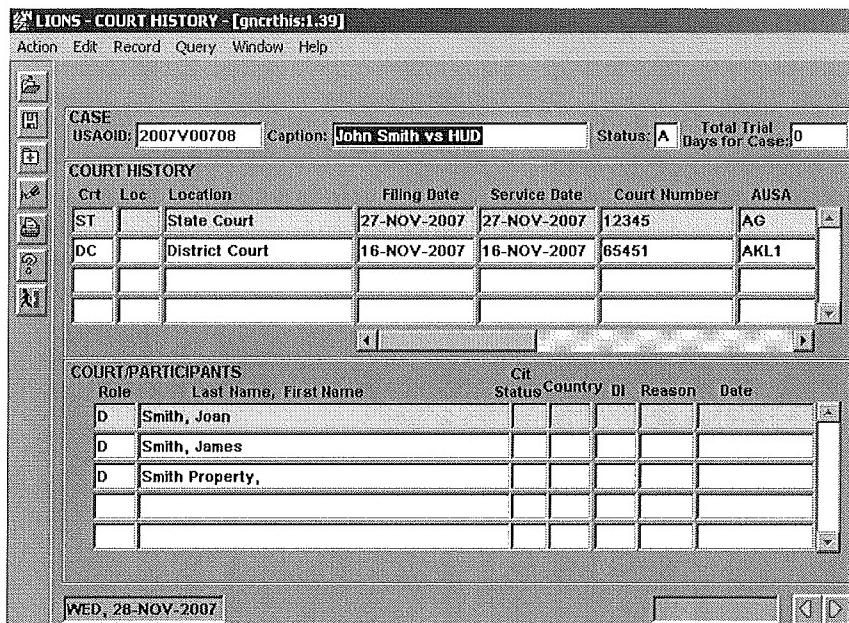
## 4.3. Initial Court Filing or Transferring to another Court

When updating a civil action from **Not in Court** to **Court**, or when transferring a civil action from one court to another, the existing Court History record must be closed and a new Court History record added. In addition, the Relief record may need to be modified. Alternatively, the Court Participant record can be closed, but it has no overall effect on the case.

### 4.3.1. Court History

Select **Update Court (History)** from the Civil Update submenu or the Civil Case Summary screen. Enter the USAOID number, and then press **F8**.

The Court History screen for the requested case opens as shown in Figure 4-3.



**Figure 4-3: Requested Court History**

**Court History** - Highlight the Court History record you want to close. Tab through the fields until you get to the Di field and enter the following information:

**Di (Disposition)** - Enter **NW** (New Filing)

**Disp Date** - Enter the date the civil action was filed in court.

You CANNOT enter a disposition date that is earlier than the received date.

Optionally, you can enter a disposition code and date for each participant listed in the **Court/Participants** block. However, this will not have any overall effect on the case.

Optionally, you can close the Assignment record attached to the NC (Not in Court) Court History record by pressing **CONTROL + PAGE DOWN** from the Court/Participants block to the Assignments block and entering an end date for the Lead AUSA.

After closing the existing Court History record, **CONTROL + PAGE UP** to the **COURT HISTORY** block.

**DOWN ARROW** to a blank line or press **F6** (Insert).

**Court (and Court Location)** – Press **F9** and select the Court where the new civil action will be heard. Court Location can be entered, if applicable. Court Location is a local code assigned by the Districts.

If Court code is **NC** (Not in Court) or **PN** (Not in Court, Post Disposition), LIONS will skip the remainder of the **COURT HISTORY** block and go to the **ASSIGNMENT** block.

A **Filing Date or Service Date** **MUST** be entered for any civil action filed in any court.

**Filing Date** - Enter the date the new civil action was filed in court.

**Service Date** - Enter the date the USAO was served.

**CONTROL + PAGE DOWN** to go to **COURT PARTICIPANTS** block.

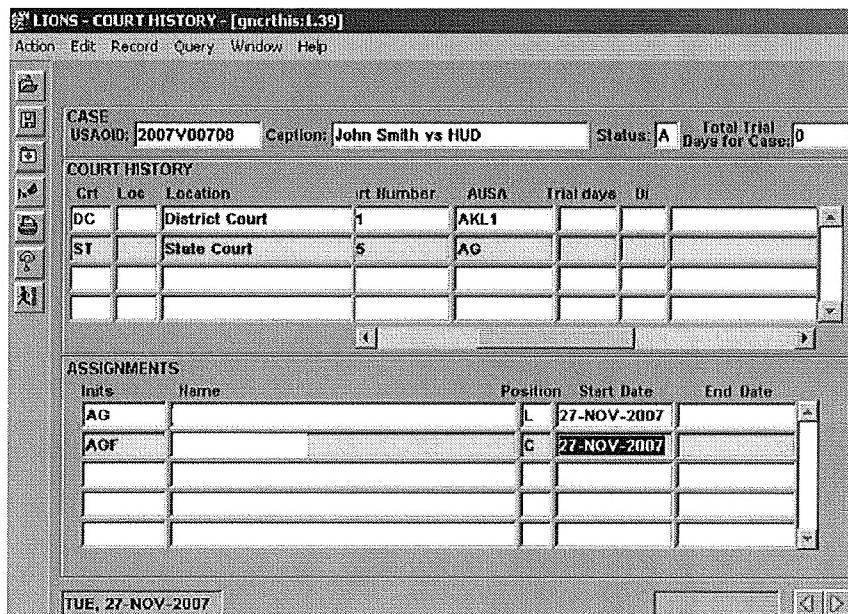
At least one participant **MUST** be attached to the new Court History.

Press **F9** and select a participant to attach to the new Court History and press **ENTER**.

If a participant is not in the LOV, press **F3** to go to the **PARTICIPANT** block. Enter additional participant(s) as necessary. When all participants have been added, press the **Exit** icon to return to the **COURT/PARTICIPANTS** block.

**CONTROL + PAGE DOWN** or  to go to the **ASSIGNMENTS** block shown in Figure 4-4.

#### 4.3.2. Assignments



COURT HISTORY					
Crt	Loc	Location	Int Number	AUSA	Trial days
DC		District Court	1	AKL1	
ST		State Court	5	AG	

ASSIGNMENTS					
Ints	Name	Position	Start Date	End Date	
AG		L	27-NOV-2007		
AOF		G	27-NOV-2007		

Figure 4-4: Assignments

**Inits** – Press **F9** and select the initials for the Lead AUSA assigned to the new civil action. The position field for the first entry defaults to L (Lead).

**Position** – Press **F9** and select the code for each staff member's position.

**Start Date** – Enter the date the staff member was assigned to the new civil action.

**End Date** – Not used for new assignments.

**CONTROL + PAGE DOWN** or press  to go to the **COURT/JUDGES** block shown in Figure 4-5: Court/Judges if applicable.

**Figure 4-5: Court/Judges**

**Initials** - Press **F9** and select the initials for the Judge assigned to the new civil action. LIONS will fill in the First Name and Last Name based on the initials.

**Start Date** – This field defaults to the current date. If this is incorrect, enter the date the Judge was assigned. The date entered cannot be later than the current date.

**CONTROL + PAGE DOWN** or press to go to the **COURT HISTORY COMMENTS**.

#### 4.3.3. Court History Comments

The Court History Comments block, shown in Figure 4-6, can be used to enter supporting information about the Court History record. To expand the comment screen and/or edit text, press **ALT + E** and select **Edit** from the menu.

**Figure 4-6: Court History Comments**

Enter comment and click OK to exit the Edit screen.

Click the Exit icon, click Y (Yes) in the dialog box to save changes and exit Court History.

#### 4.4. Relief

To modify or add relief records, Select Civil, Update, General Update, Relief from the LIONS Main Menu or access Relief from Case Summary. Enter the USAOID of the case to be updated and press F8.

The screen shown in Figure 4-7 will appear.

X	Role	Last Name, First Name	Disp	Reason	Disp Date
X	D	Smith, James			
X	D	Smith, Joen			

Figure 4-7: Relief

##### General Rule:

Only one Relief Requested record per agency/participant combination is allowed.

##### Exception:

IRS cases can have multiple Relief Requested records for the same agency/participant combination.

To add a new relief record:

Press F6 (Insert) to open a new record.

Type – Press F9 and select the code for the type of Relief being sought.

**M** Monetary

**N** Nonmonetary

**B** Both

**U** Unknown Monetary Amount

**Stage** – Press **F9** and select the code for the status of the relief sought.

- D Denied
- E Estimated
- G Granted
- O Ordered
- R Requested

For Lands Civil actions use O (Ordered).

**Requested By** – Press **F9** and select the code for the Participant seeking Relief. Enter **G** (Sought by the Government) if the Government is seeking the relief. Otherwise, enter **O** (Sought by Opposing Party). For Lands civil action, enter **O**. (LOV)

U (Unknown) should only be used until the information becomes available.

**Liability** - If you attached one participant to the relief record, LIONS will default liability to **I** (Individual); if you attached multiple participants to the relief record, LIONS will default the liability to **J** (Joint and Several).

**Amount** – Enter a value for the relief being sought.

If Type is **M** (Monetary) or **B** (Both Monetary and Nonmonetary):

- Enter the dollar amount of monetary relief being sought. The maximum amount is 999,999,999.99. Do not enter a dollar sign (\$).
- If Type **N** (Nonmonetary), the cursor skips over this field.

If Type is **N** (Nonmonetary) or **B** (Both Monetary and Nonmonetary):

- Enter a description of the nonmonetary relief being sought.
- If Type is **M** (Monetary), the cursor skips over this field.

**Agency** - LIONS will default this field to the Client Agency previously entered. If more than one Agency was entered, select one.

Upon entering the Agency, the pop-up shown in Figure 4-8 displays.

At least one participant **MUST** be attached to the Relief record.

W LIONS - RELIEF - [cvrelief2.0]

CASE  
USAID: 2007V00708 Caption: John Smith vs HUD Status: A

RELIEF  
Type: N Nonmonetary Stage: R Requested  
Requested By: O Opposing Side Liability: I Individual  
Amount: Nonmonetary: Tracts A & B Smith property  
Agency: HUGM Government National Mortgage Association

PARTICIPANT RELIEF  
Role Last Enter (Y)es or (N)o to Relate all Participants to a Relief Record:


WED, 28-NOV-2007

Figure 4-8: Relate All Participants to a Relief Record Dialog Box

Enter Y (Yes) and press **Enter**. LIONS will attempt to make the attachment. However, it is recommended that this option only be used for initial **Requested**, **Granted**, **Denied**, or **Estimated** records.

Enter N (No) if all Participants are not attached to the Relief record and press **Enter**. Entering N (No) will open the **RELATE PARTICIPANTS TO RELIEF** block shown in Figure 4-9.

W LIONS - RELIEF - [cvrelief2.0]

CASE  
USAID: 2007V00708 Caption: John Smith vs HUD Status: A

RELIEF  
Type: N Nonmonetary Stage: R Requested  
Requested By: O Opposing Side Liability: I Individual  
Amount: Nonmonetary: Tracts A & B Smith property  
Agency: HUGM Government National Mortgage Association

RELATE PARTICIPANTS TO RELIEF  
X Role Last Name, First Name Disp. Reason Disp Date

X	D	Smith, James		
X	D	Smith, Joan		

WED, 28-NOV-2007

Figure 4-9: Relate Participants to Relief

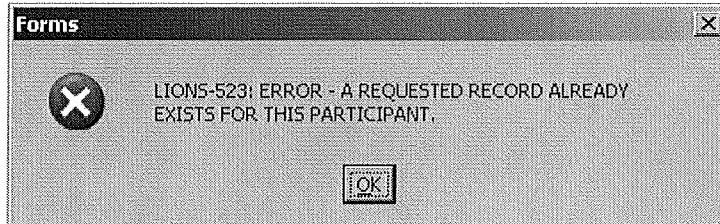
Place an X in the checkbox for each Participant attached to the new Relief record.

Only one participant/Agency combination can be attached to a Requested record **EXCEPT**, when IRS is the agency.

Only one **Granted** or **Denied** record can be entered for a single participant/agency combination, **EXCEPT** when IRS is the agency

LIONS will **NOT** allow a **Granted** or **Denied** record for a participant/agency combination unless a **Requested** record exists for the same participant/agency combination.

If you attempt to add a **Granted** or **Denied** record without an existing **Requested** record, the error message shown in Figure 4-10 displays, informing you that a **Requested** record does not exist for this participant.



**Figure 4-10: Relief Edit Error Message**

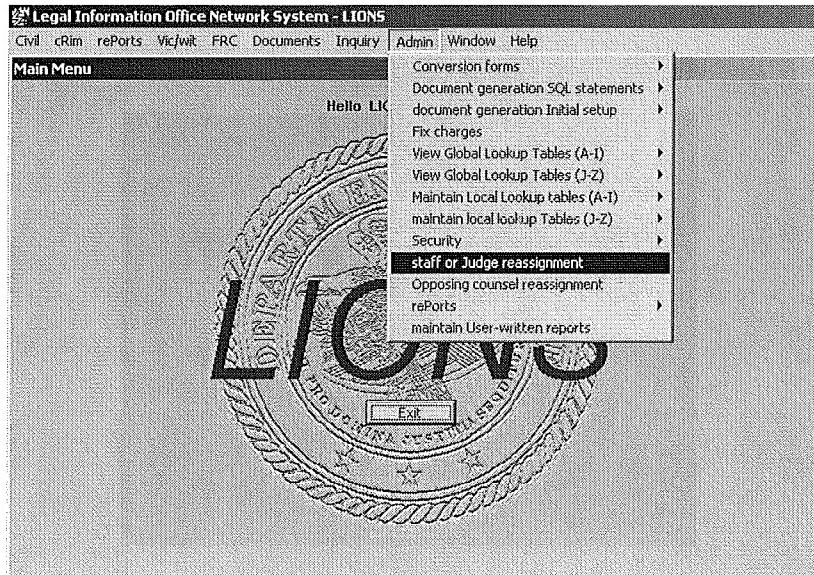
Name – Press **F9** and select a participant. LIONS will insert the participant's role.

When closing relief, **DO NOT** overwrite the existing record. Add a new record.

#### 4.5. Staff or Judge Reassignment (Global)

To reassign multiple civil actions from one USAO staff member to another, or from one Judge to another, use the Reassignment form.

Select Admin, Staff or Judge Reassignment from the LIONS Main Menu as shown in Figure 4-11.

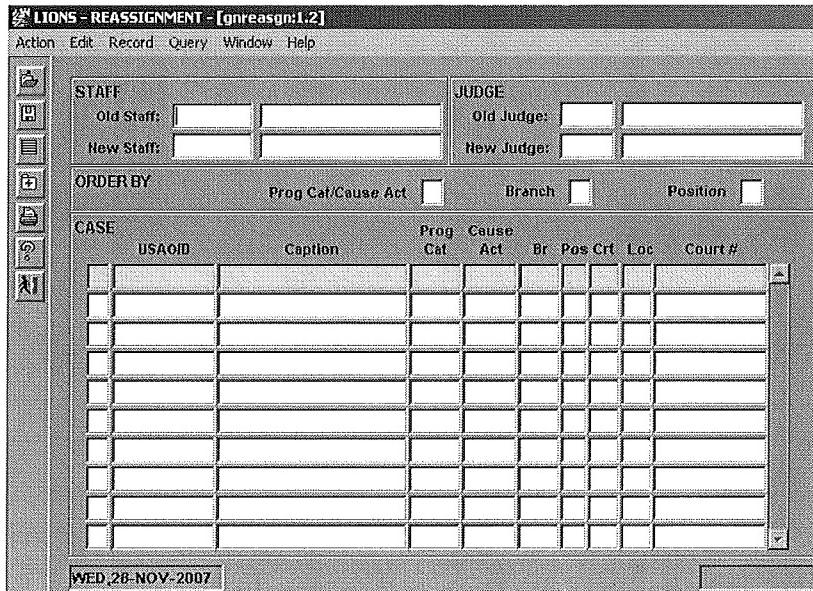


**Figure 4-11: Staff or Judge Reassignment**

If security permissions do not allow access to the Admin module, see the **System Manager** for assistance.

Reassignments for **Staff** and **Judge** CANNOT be made at the same time in the Reassignment form.

The Reassignment screen shown in Figure 4-12 opens.



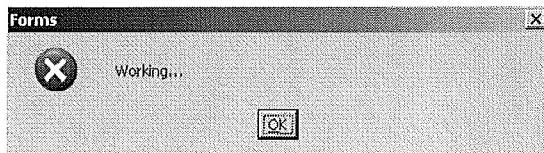
**Figure 4-12: Reassignment**

**Old Staff or Old Judge** – Press **F9** and select the staff member OR judge currently assigned.

**New Staff or New Judge** – Press **F9** and select the staff member OR judge being assigned.

**Order By** - Put an X in the checkbox to indicate how the list of civil actions will be sorted. An **Order By** option **MUST** be selected.

Press **TAB** to execute. The dialog box shown in Figure 4-13 displays.



**Figure 4-13: Reassignment (Global)**

Press **OK**.

LIONS returns all current assignments for the USAO staff member/ as shown in Figure 4-14. When reassigning a staff member with a **Position of L** (Lead) or **C** (Co-counsel) the Position of the new staff member defaults to L or C.

USAOID	Caption	Prog Cat	Cause Act	Br	Pos	Crt	Loc	Court #
2005V00708		FR	1	L	NC			
2007V00288		FR	1	L	DC			0703469
2007V00288		FR	1	L	NC			
2007V00289		FR	1	L	NC			
2007V00289		FR	1	L	DC			0703469
2007V00466		FR	1	L	NC			
2006V00892		IM	1	L	CA			0601424
2007V00582		IM	1	L	DC			0703337
2005V00105		JU	1	L	DC			0500110
2005V00185		JU	1	L	CA			0502415

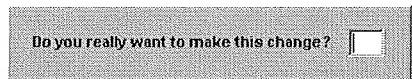
Figure 4-14: Current Assignments

Use the scroll bar to move through the list. Put an X next to each civil action being reassigned as shown in Figure 4-15.

USAOID	Caption	Prog Cat	Cause Act	Br	Pos	Crt	Loc	Court #
2003V00294		EN	1	L	DC			0506336
2006V00529		EN	1	L	NC			
X 2006V00611		ENSF	1	L	DC			0601635
2005V00093		FL	1	L	NC			
2004V00585		FR	1	L	NC			
2005V00708		FR	1	L	NC			
X 2007V00288		FR	1	L	DC			0703469
2007V00288		FR	1	L	NC			
2007V00289		FR	1	L	NC			
X 2007V00289		FR	1	L	DC			0703469

Figure 4-15: Actions to be Reassigned

Press **F10** to commit/execute the reassignment.  
The pop-up message shown in Figure 4-16 displays.

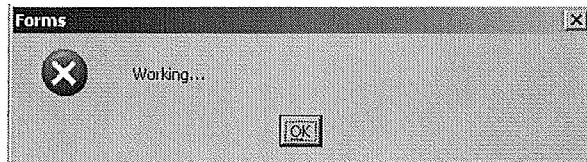


**Figure 4-16: Reassignment Dialog Box**

Enter **N** (No) to cancel the request and continue selections.

Enter **Y** (Yes) and press **Enter** to execute the reassessments.

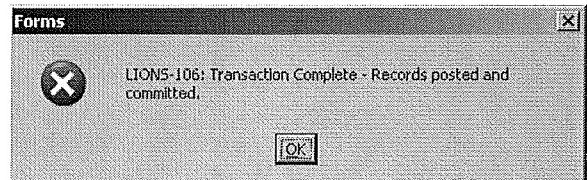
The execution dialog box shown in Figure 4-17 displays.



**Figure 4-17: Reassignment Execution Message**

Click **OK**.

The reassignment confirmation message shown in Figure 4-18 displays.



**Figure 4-18: Reassignment Confirmation Message**

Click **OK**.

Press the **Exit** icon to exit the Reassignment form and go to the LIONS Main Menu.

LIONS automatically updates the Court History Assignment block. The **End Date** field of the current staff member or judge will default to the current date. The **Start Date** of the new staff member or judge will default to the current date.

#### 4.6. USAO Staff Reassignment (Individual)

The USAO staff assignment form can be accessed by either of the following ways:

Select **Civil, Update, General Update, USAO Staff Assignment** from the LIONS Main Menu as shown in Figure 4-19. Enter the USAOID for the case to be updated and press F8.

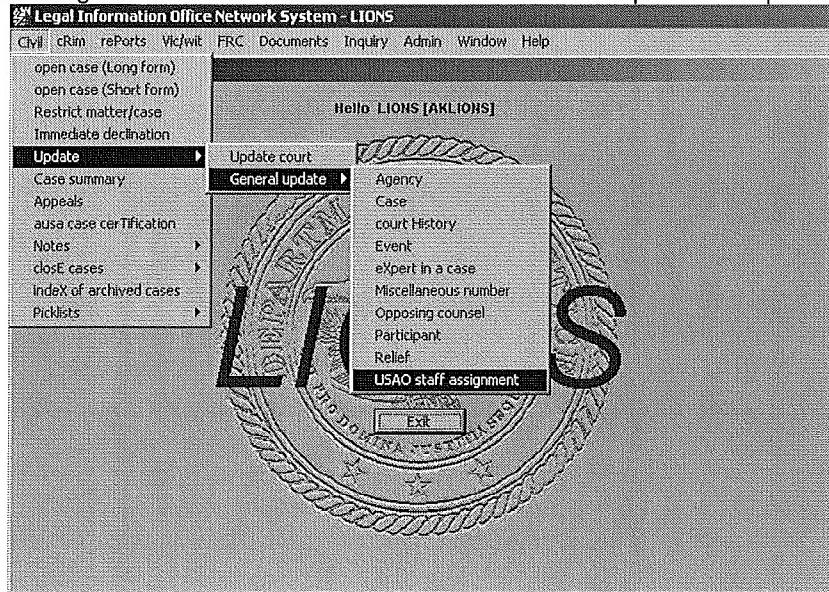


Figure 4-19: USAO Staff Assignment

OR

Select **Civil, Case Summary** from the LIONS Main Menu. Enter a USAOID and press F8.

Select **USAO Staff Assignment** from the Case Summary menu.

The USAO Staff Assignment form for the requested case opens as shown in Figure 4-20.

Init	Last Name, First Name	Pos	Start Date	End Date
AB	Brown, Althea	L	17-OCT-2007	

Figure 4-20: Current USAO Staff Assignments

Highlight the current court.

Press TAB or CONTROL + PAGE DOWN to go to the ASSIGNMENT block.

**End Date** - Enter the date the USAO staff member's involvement in the case ended. The date entered cannot be later than the current date.

Press DOWN ARROW to go to a blank line.

**Initials** - Press F9 and select the initials of the new USAO staff member.

**Position** - Press F9 and select a code for the new staff member's position. Only one active Lead AUSA per court is allowed.

**Start Date** – This field defaults to the current date. If this is incorrect, click in the field and enter the correct date. The date entered cannot be later than the current date.

The completed staff reassignment is shown in Figure 4-21.

The screenshot shows the LIONS 5.4.1 User Manual interface for USAO Staff Assignment. The window title is "LIONS - USAO STAFF ASSIGNMENT - [gnassign:1.16]". The menu bar includes Action, Edit, Record, Query, Window, and Help. The main area is divided into sections: CASE, COURT HISTORY (READ ONLY), and ASSIGNMENT.

**CASE:** USAOID: 2007V00708, Caption: John Smith vs HUD, Status: A.

**COURT HISTORY (READ ONLY):** Shows Court Location (ST, DC) and Court Number (12345, 65451).

**ASSIGNMENT:** A table listing staff assignments:

Initials	Last Name, First Name	Pos	Start Date	End Date
AGF	Foulkes, Andrea	C	27-NOV-2007	28-NOV-2007
AG	Gershengorn, Ara	L	27-NOV-2007	
ADF	Fisk, Arlene	C	28-NOV-2007	

A status bar at the bottom left shows "WED, 28-NOV-2007".

Figure 4-21: Completed USAO Staff Reassignment

#### 4.7. Judge Reassignment (Individual)

Select Civil, Update, Update Court from the LIONS Main Menu as shown in Figure 4-22. Enter the USAOID for the case being updated and press F8.

OR

Select Civil, Update, General Update, Court History from the LIONS Main Menu. Enter the USAOID for the case being updated and press F8.

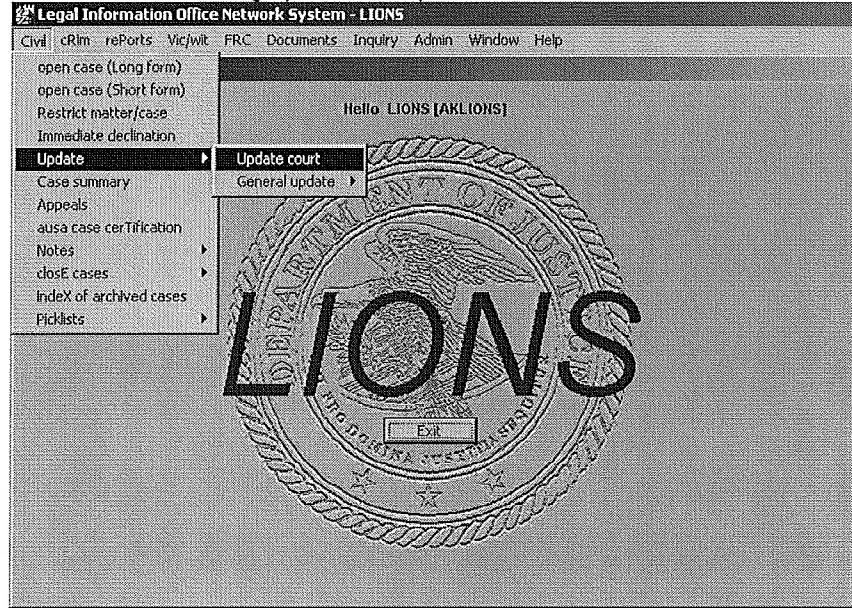


Figure 4-22: Judge Reassignment (Individual)

The Court History screen for the requested case opens as shown in Figure 4-23.

Role	Last Name, First Name	Cit	Status	Country	DL	Reason	Date
D	Smith, Joan						
D	Smith, James						
D	Smith Property,						

Figure 4-23: Requested Court History

Highlight the current court.

Press **Esc** or **CONTROL + PAGE DOWN** to go to the COURT/JUDGES block shown in Figure 4-24.

**Figure 4-24: Court/Judges**

Enter an **End Date** for the current Judge. The date entered cannot be later than the current date.

**DOWN ARROW** to go to a blank line.

**Initials** - Press **F9** and select the initials of the new Judge.

**Start Date** – This field defaults to the current date. If this is incorrect, click in the field and enter the correct date. The date entered cannot be later than the current date.

If the new Judge is not included in the list of values, press **F3** to GoTo the Judge Picklist form and enter the applicable information. When you are done, click on the **Exit** icon to return to the Court screen.

See Section 4.3, *Initial Court Filing or Transfer to Another Court* and Section, 4.17.4, *Judges* for more information on the Judge Picklist/LOV.

The completed reassignment is shown in Figure 4-25.

LIONS - COURT HISTORY - [gnctrthis:1.39]

Action Edit Record Query Window Help

CASE  
USAOID: 2007V00708 Caption: John Smith vs HUD Status: A Total Trial Days for Case: 0

COURT HISTORY

Crt	Loc	Location	Filing Date	Service Date	Court Number	AUSA
ST		State Court	27-NOV-2007	27-NOV-2007	12345	AG
DC		District Court	16-NOV-2007	16-NOV-2007	65451	AKL1

COURT/JUDGES

Initials	First Name, Last Name	Start Date	End Date
ACR	RAPOPORT, ARNOLD C	27-NOV-2007	28-NOV-2007
BMS	SCHILLER, BERLE M.	28-NOV-2007	

WED, 28-NOV-2007

Figure 4-25: Completed Judge Reassignment (Individual)

## 4.8. Agency/Agent

To change or add additional Agency or Agent information access the Agency form by either of the two following ways:

Select **Civil, Update, General Update, Agency** from the LIONS Main Menu as shown in Figure 4-26. Enter the USAOID for the case to be updated and press **F8**.

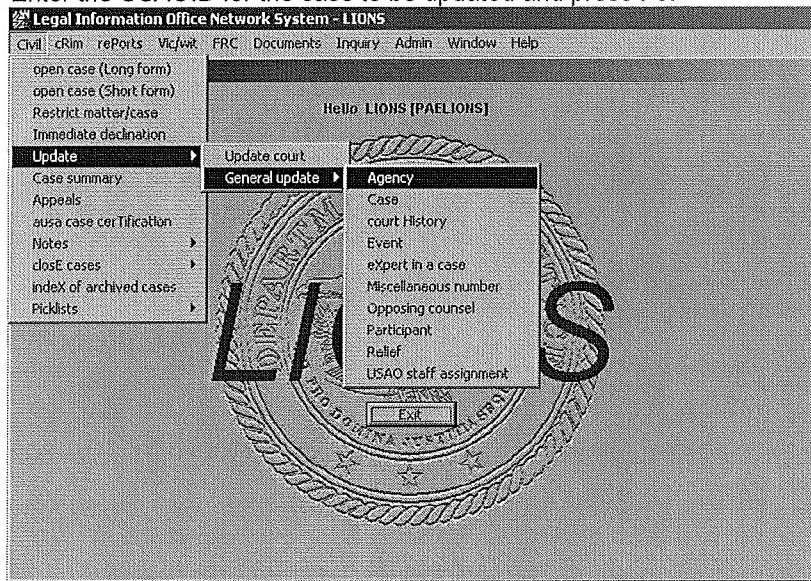


Figure 4-26: Agency

OR

Select **Civil, Case Summary** from the LIONS Main Menu. Enter the USAOID for the case to be updated and press **F8**. Select **Agency** from the Case Summary menu.

The Agency form for the requested case opens as shown in Figure 4-27. All fields in the **AGENCY** and **AGENT** blocks can be changed **EXCEPT** Agency Code.

The screenshot shows the LIONS software interface for managing agency records. At the top, the title bar reads "LIONS - AGENCY - [gnagency:1.18]". The menu bar includes Action, Edit, Record, Query, Window, and Help. The main window is titled "CASE" and displays the USAOID (2007V00708) and Caption (John Smith vs HUD). The status is set to "A". The "AGENCY" section contains a table for "Role - Agency Code and Office" with entries for CL (HUGM) and Agency Number (5645B5). Below this is the "AGENT" section, which includes fields for Surname, First Name, Agent, Phone, Fax, Pager, Title, Email, and Lead. The "AGENCY OFFICE (READ ONLY)" section contains fields for Office, Address, City, and State. The "AGENCY COMMENTS" section is present at the bottom. The date WED,28-NOV-2007 is shown at the bottom left.

**Figure 4-27: Requested Agency Record**

You **cannot** make a change to the **AGENCY CODE**. If the wrong agency has been recorded, delete the record and create a new Agency record with the correct code.

If you have attached the agency to a **Relief** record, that **Relief** record will be **DELETED**. If it is the only Requested relief record, a new record **MUST** be entered. See *Section 4.4, Relief* for instructions on entering relief.

If you are making a change to Agent information, be sure that the proper agency is highlighted before adding/changing Agent information. The Agency block is a stacked block. Use the **DOWN** and **UP** arrows to move through Agent records.

To add an Agency, make sure cursor is on first line in Agency block, press **F6**, and a blank line will appear.

**Role** - Press **F9** and select a codes:

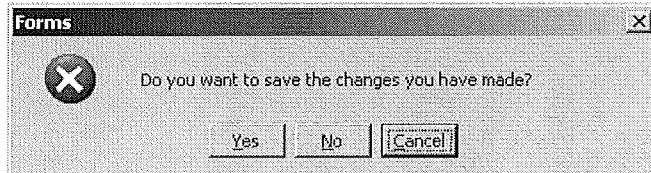
CL Client

T District

VA Victim Agency

**Agency/Code and Office** – Press **F9** and select the appropriate Agency.

Click on the **Exit** icon. The dialog box shown in Figure 4-28 displays.



**Figure 4-28: Save Changes Dialog Box**

Press **Yes** to **Save** changes and **Exit**.

Press **No** to Exit without saving.

Press **Cancel** to continue making changes.

#### 4.9. Restrict Case

LIONS provides a feature that allows you to restrict a civil action to a group of USAO staff members. When restricted, all information in the civil action can only be viewed by the USAO staff who are members of the group. If it is necessary to restrict a civil action, access the Restrict Matter/Case form from

You **MUST** be a member of a group in order to restrict access to that group.  
See the **System Manager** for assistance.

To add a group:

Select **Civil, Restrict Matter/Case** from the LIONS Main Menu as shown in Figure 4-29. Enter the USAID for the case to be updated and press **F8**.

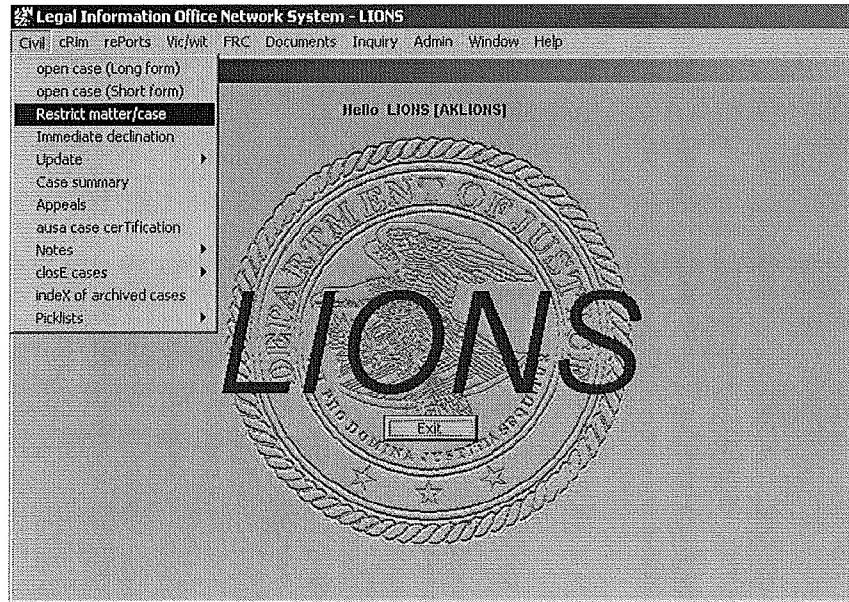


Figure 4-29: Restrict Matter/Case

The Staff Group form for the requested case opens as shown in Figure 4-30.

Figure 4-30: Case Staff Group

If more than one case is retrieved, press the **DOWN ARROW** until the civil action you want to restrict is displayed.

**DOWN ARROW** to a blank line or press **F6** to insert a blank line in the **STAFF GROUP** block.

**Name** - Press **F9** and select the new group to which the civil action will be accessible.

Click on the **Exit** icon. The dialog box shown in Figure 4-31 will display.

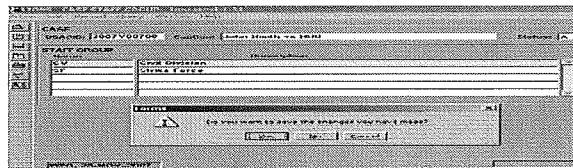


Figure 4-31: Save Changes Dialog Box

Click **Yes** to **Save** changes and **Exit** the form.

Click **No** to **Exit** without saving.

Click **Cancel** to continue making changes in the form.

#### 4.10. Other General Case Information

As new general case information becomes available, or changes from the initial data entry, they can be entered. You can access the Case form by either of the following ways:

Select **Civil, Update, General Update, Case** from the LIONS Main Menu as shown in Figure 4-32. Enter the USAOID for the case to be updated and press **F8**.

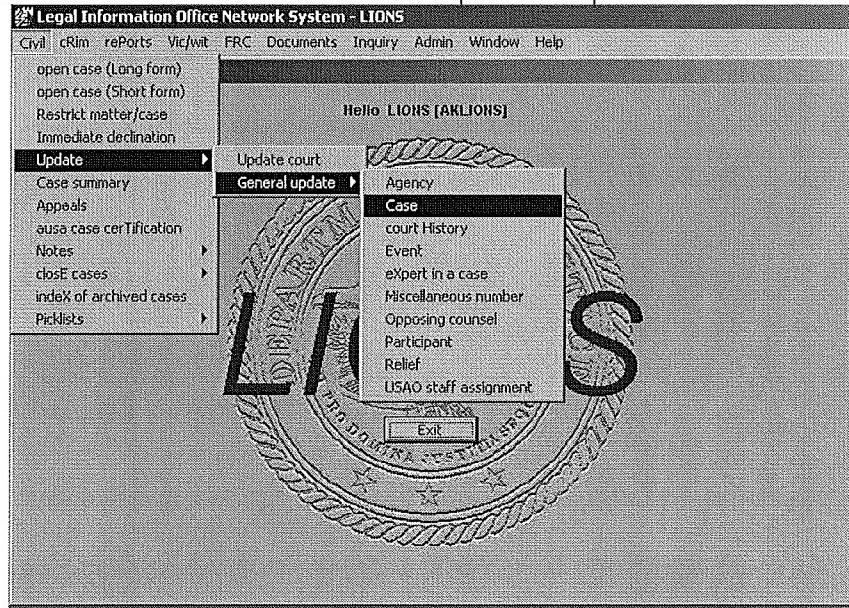


Figure 4-32: Case

OR

Select **Civil, Case Summary** from the LIONS Main Menu. Enter the USAOID for the case to be updated and press **F8**. Select **Case** from the Case Summary menu.

The Civil Open Long form for the requested case opens as shown in Figure 4-33.

**Figure 4-33: Civil Open Long**

Changes can be made in ALL fields in the CASE block.

**DO NOT** make changes to the Court History or AUSA blocks.  
See Section 4.11 Court History for information on updating Court History and AUSA.

#### 4.11. Change in Court History Information

If you need to make a change to Court History, access the Court History form by using either of the following ways:

Select **Civil, Update, Update Court OR Civil, Update, General Update, Court History** from the LIONS Main Menu. Enter the USAOID of the case being updated and press F8.

OR

Select **Civil, Case Summary** from the LIONS Main Menu. Enter the USAOID for the case to be updated and press F8. Select **Court History** from the Case Summary menu.

The Court History record for the requested case opens as shown in Figure 4-34.

The screenshot shows the LIONS - COURT HISTORY window. At the top, there's a menu bar with Action, Edit, Record, Query, Window, and Help. Below the menu is a toolbar with icons for Print, Save, and others. The main area has two main sections: 'CASE' and 'COURTHISTORY'. The 'CASE' section displays USAOID: 2007V00708, Caption: John Smith vs HUB, Status: A, and Total Trial Days for Case: 0. The 'COURTHISTORY' section contains a table with columns: Crt, Loc, Location, Filing Date, Service Date, Court Number, and AUSA. It lists two entries: one for State Court on 27-NOV-2007 and another for District Court on 16-NOV-2007. Below this is a 'COURTPARTICIPANTS' section with a table for roles like D (Defendant), Last Name, First Name, City, Status, Country, ID, Reason, and Date. It lists three participants: Smith, Joan, Smith, James, and Smith Property. At the bottom left, it shows the date WED, 28-NOV-2007.

**Figure 4-34: Court History**

**Location, Filing Date, Service Date, and Court Number CAN** be changed. The **Court CANNOT** be changed. If the Court is incorrect, the Court record must be deleted and a new Court record (and all associated records) must be created.

When you delete a Court History record, the system deletes records that are associated with that court, i.e., Assignment and Judge will also be deleted. Sentence records will NOT be deleted. They need to be deleted manually before deleting the Court History record.

To change the Court/participant records, press **CONTROL + PAGE DOWN** to the **COURTPARTICIPANTS** block.

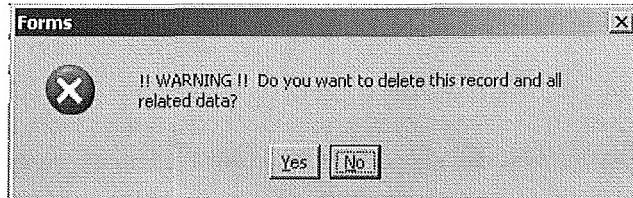
Highlight the appropriate court in the Court History block.

Press **F9** and select a participant to be added to the Court History.

Click **OK**.

Highlight a participant to be deleted from the Court History and press **SHIFT+F6**.

The warning message shown in Figure 4-35 displays.



**Figure 4-35: Delete Record Warning Message**

Click **Y (Yes)** to delete the participant and all records to which the participant is attached. The **PARTICIPANT** record will **NOT** be deleted.

Click **N (No)** to cancel the request.

**CONTROL + PAGE DOWN** or press to go to the **ASSIGNMENTS** block.

If the **Lead AUSA** is deleted, a new Lead AUSA **MUST** be entered.

Highlight the appropriate court in the Court History block.

**DOWN ARROW** to a blank line or press **F6** to insert a blank line.

**Initials** - Press **F9** and select a new staff member.

**Position** – Press **F9** and select the code for the staff member's position in the civil action.

**Start Date** – This field defaults to the current date. If this is incorrect, enter the date the new staff member was assigned to the civil action. The date entered cannot be later than the current date.

To delete an assignment, highlight the record to be deleted and press **SHIFT + F6**.

**CONTROL + PAGE DOWN** or press to go to the **COURT/JUDGES** block.

**DOWN ARROW** to a blank line or press **F6** to insert a blank line.

**Initials** - Press **F9** and select the new Judge assigned to the court.

**Start Date** - This field defaults to the current date. If this is incorrect, enter the date the new Judge was assigned to the civil action. The date entered **CANNOT** be later than the current date.

To delete a Judge, highlight the name press **SHIFT + F6**.

Click on the **Exit** icon and press **Yes** in the Save dialog box to save changes and exit the form.

#### 4.12. Event/Scheduled Event (Calendar)

If a significant event occurs, or if you wish to schedule an event, you can access the Event form by either of the following ways:

Select **Civil, Update, General Update, Event** from the LIONS Main Menu as shown in Figure 4-36. Enter the USAOID for the case to be updated and press **F8**.

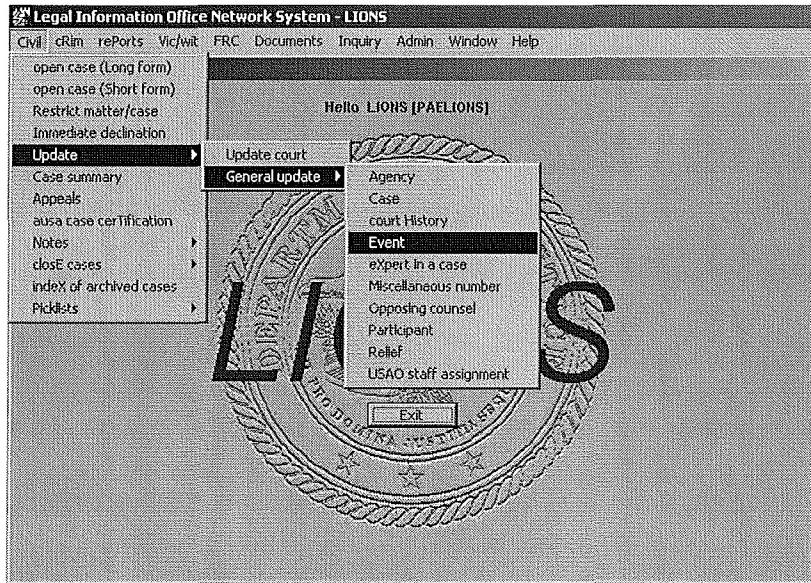


Figure 4-36: Event

OR

Select **Civil, Case Summary**. Enter the USAOID for the case to be updated and press **F8**.  
Select **Event** from the Case Summary menu.

The Event form for the requested case opens as shown in Figure 4-37.

The Event Code **CANNOT** be changed. The record **MUST** be deleted and a new record entered.

Rel Event	Action	Event Date	Date Scheduled	Time Scheduled	Staff INIT
ACDU	Answer Due	AN	19-NOV-2007	19-NOV-2007	AFG
ACNT	Meeting with Agent	CP	12-NOV-2007	19-NOV-2007	AFG

**Figure 4-37: Requested Event Record**

Highlight the appropriate court in the Court History block for which the event(s) is being added, updated, or scheduled.

Click on **See Participants** in the Court History block to see all Participants attached to the Court History.

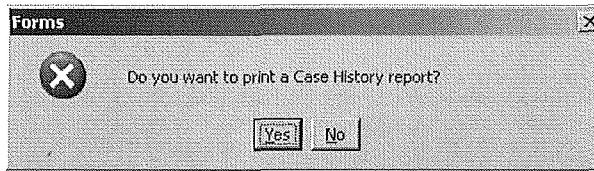
The **PARTICIPANTS RELATED TO COURT** block opens as shown in Figure 4-38.

Press **ENTER** to close and return to the Event block.

Role	Last Name, First Name	Disp Reason	Disp Date
D	123 Oak Street		
D	ABC Co		
D	Johnson, William		

**Figure 4-38: Participants Related to Court**

Click on **Case History Report** in the Event block to print a Case History Report. The dialog box shown in Figure 4-39 will display.



**Figure 4-39: Print Case History Report Dialog Box**

Click **Yes** to print the report.

Click **No** to close the dialog box and continue making changes.

To enter a new Event or Scheduled Event:

**Rel (Relate)** - Enter **Y (Yes)** to relate all of the participants attached to the selected Court to the new event or scheduled event. Enter **N (No)** if all participants are not related to the new event.

**Event** - Press **F9** and select the event code. When an Event Code is entered, an Event Date or Scheduled Date is required.

Districts have to contact TechOne to have event codes added.

**Action** - Press **F9** and select an Action code that further describes the event.

**Event Date** – Enter the date the event occurred. The date entered **CANNOT** be later than the current date. If you are scheduling a date, leave this field blank.

**Date Scheduled** – Enter the date the event is scheduled to occur, if applicable. Date Scheduled will appear on staff members' calendar reports. If a Date Scheduled is entered, an Event Date can be entered later to show that the scheduled event occurred.

**Time Scheduled** - Enter the time an event is scheduled to take place. Scheduled time will also appear on staff members' calendar reports.

**Staff Initials** - LIONS will automatically fill in the initials of the Lead Attorney. If this is incorrect, Press **F9** and select the appropriate Lead AUSA initials.

**Doc Code (Document Code)** – Press **F9** and select the document number for document generation purposes, if needed.

**Document Staff Initials** - LIONS will default to the initials of the person that has logged into LIONS. This cannot be changed.

**Document Date** - Will default to the current date. It is used by Document Generation when setting the date range for documents to be produced in batch. If it is necessary to regenerate a document, the date can be changed.

**Location Scheduled** - Enter a free-form description of the location of the scheduled event. Used by Document Generation.

**Judge INIT (Initials)** – Press **F9** and select the initials of the Judge involved in the event or scheduled event.

**Judge Last Name** - LIONS will fill in the Judge's last name based on the initials entered.

See *Chapter 3, Civil Initiation* for further instructions on entering Event information.

If Rel (Relate) field is Y (Yes), the Participants Related to Events block shown in Figure 4-40 opens showing all participants attached to the Court History record have been related to the new event.

The screenshot shows the LIONS - EVENT application window. At the top, there's a menu bar with Action, Edit, Record, Query, Window, and Help. Below the menu is a 'CASE' section with USAOID: 2007V00695, Caption: John Smith vs IRS, and Status: A. Under 'COURT HISTORY', it shows Court Location: Bankruptcy Court, Filing Date: 17-OCT-2007, and Court Number: 654123. A 'See Participants' button is present. The 'EVENT' section displays a table of events with columns: Ref. Event, Action, Date, Scheduled, Time, and Staff INIT. The events listed are: ACDU (Answer Due), AMDC (Amended Complaint), CNCL (Counterclaim), and AMAA (Amended Answer). The 'PARTICIPANTS RELATED TO EVENTS' section shows a table with columns: Role, Last Name, First Name, Disp., Reason, and Disp Date. It lists D (Smith, James) and CR (ABC Co.). The date WED,17-OCT-2007 is at the bottom.

Figure 4-40: All Participants Related to Event Confirmation

If you entered N (No) in the first column of the Event block (Rel), you will receive a pop-up block as shown in Figure 4-41.

To relate selected Participants to the new Event:

- TAB from the Judge Init field to open the RELATE PARTICIPANTS TO AN EVENT screen

This screenshot shows the 'RELATE PARTICIPANTS TO EVENTS' screen. It has a table with columns: X, Role, Last Name, First Name, Disp., Reason, and Disp Date. It lists three entries: D (123 Oak Street), D (ABC Co), and D (Johnson, William). Below this is the 'EVENT' section, which has a table with columns: Rel. Event, Staff Last Name, Doc #, Doc Staff INIT, Doc Date, Location Scheduled, Judge INIT, and Judge Last Name. It lists four events: ACDU (Givhan, LIONS, CG, GREEN), AGNT (Givhan, LIONS, BIF, FOX), AGNT (Givhan, LIONS, CRW, WEINER), and AMAA (Givhan, LIONS, CRW, WEINER). The date FRID,30-NOV-2007 is at the bottom.

Figure 4-41: Relate Participants to Events

Enter an X for each participant in the Court History record related to the new Event.

You **MUST** make this relationship to reflect a litigant's last event on reports.

Press **Enter** to return to the Event screen. As shown in Figure 4-42, the selected Participant is now attached to the new Event.

The screenshot shows the LIONS - EVENT window with the following details:

- CASE:** USAOID: 2007V00712, Caption: John Smith vs IRS, Status: A
- COURT HISTORY:** Court Location: DC, District Court, Filing Date: 19-NOV-2007, Court Number: 123456. A "See Participants" button is present.
- EVENT:** A grid showing participants attached to events. The columns are: Ref. Event, Staff Last Name, Doc #, Doc Staff, Doc Date, Location Scheduled, Judge IHT, and Judge Last Name. The data includes:
 

Ref. Event	Staff Last Name	Doc #	Doc Staff	Doc Date	Location Scheduled	Judge IHT	Judge Last Name
ACDU	Givhan					CG	GREEN
AGNT	Givhan	LIONS				BIF	FOX
AGNT	Givhan						
N AMDA	Givhan	LIONS				CRW	WEINER
- PARTICIPANTS RELATED TO EVENTS:** A table showing participants related to events. Columns: Role, Last Name, First Name, Disp. Reason, Disp. Date. One entry is shown: D 123 Oak Street.
- Bottom Bar:** FRI, 30-NOV-2007

Figure 4-42: Selected Participant Related to Event

CONTROL + PAGE DOWN to the EVENT COMMENTS block.

- **Event Comments** – This is a free-form field. Enter comments as appropriate. Enter text as you would in Word. You can enter approximately 35 lines of text. To expand the comment screen or to edit comments, press ALT + E and select **Edit** from the menu. The on-line Editor will open as shown in Figure 4-43.

The screenshot shows the LIONS - EVENT window with the following details:

- CASE:** USAOID: 2007V00712, Caption: John Smith vs IRS, Status: A
- COURT HISTORY:** Court Location: DC, District Court, Filing Date: 19-NOV-2007, Court Number: 123456. A "See Participants" button is present.
- Editor:** An expanded view of the EVENT COMMENTS block, showing a large text area for entering comments.
- Bottom Bar:** FRI, 30-NOV-2007

Figure 4-43: Event Comments

#### 4.13. Expert in a Case

If you have expert information to add to a civil action, or expert information that you want to change, access the Expert in a Case form by either of the following ways:

Select **Civil, Update, General Update, Expert in a Case**. Enter the USAOID for the case to which the new Expert will be attached and press **F8**.

OR

Select **Civil, Case Summary**. Enter the USAOID for the case being updated and press **F8**.  
Select **Expert/Case** from the Case Summary menu.

The **EXPERT IN A CASE** form for the requested case opens as shown in Figure 4-44. The **Expert Side** data CAN be changed. **Initis** and **Type** CANNOT be changed.

Expert Side	Init	Last Name, First Name	Type
G	CC	Cardi, Caetano	GEN
G	AR	Reconstruction, Accident	GEN

Figure 4-44: Expert in Case

**Expert Side** – Press **F9** and select the code that identifies the side for which the Expert will testify. Enter **G** (Government) or **O** (Opposing Side).

**Initis** (Initials) – Press **F9** and select the initials of the new expert.

**Name** - LIONS will fill in the name based on the initials that were entered.

**Type** - LIONS will fill in the type of expert based on initials and name. The codes for this field are established by your district. (LOV)

**Expert Comments** –Enter comments as appropriate. Enter text as you would in WordPerfect.

You can enter approximately 35 lines of text. To expand the comment screen or to edit the comment, press **ALT + E** and select **Edit** from the menu.

To enter additional experts, press the **DOWN ARROW** to go to a blank line or press **F6** to add a blank line and enter data for the new Expert.

#### **4.14. Miscellaneous Numbers (Including DCMNS)**

To enter DCMNS numbers, note the physical location of a file, or to assign an in-house Federal Records Center (FRC) number, access the Miscellaneous Numbers form from the Civil/Update/General Update or the Civil/Update/Case Summary screen, as shown in Figure 4-45.

**Figure 4-45:** Miscellaneous Numbers

You can enter data for one case or for multiple cases. You can query up one case by keying in a specific USAOID and pressing **F8**; or you can query up a series of cases by entering a partial USAOID; e.g., **1997V003%** which would give you all civil files that begin with 1997V003; e.g., 1997V00301, 1997V00302, etc. (% acts as a wildcard). Press the **F8** key to query.

#### **4.15. Opposing Counsel Information**

To track Opposing Counsel information within a case, you can access the Opposing Counsel form in either of the following ways:

- Select **Civil, Update, General Update, Opposing Counsel** from the LIONS Main Menu. Enter the USAOID for the case to which the new counsel will be added and press **F8**.

OR

- Select **Civil, Case Summary** from the LIONS Main Menu. Enter a USAOID and press **F8**. Select **Opposing Counsel** from the Case Summary menu.

The **OPPOSING COUNSEL** form for the requested case opens as shown in Figure 4-46. To return a series of cases, enter a partial **USAID** followed by the % sign and press **F8**.

Role	Last Name	First Name	Disp.	Reason	Disp Date
D	Smith	James			
D	Jones	Jane			

Inits	Last Name, First Name	Type	Start Date	End Date
AARONK	AARON, KENNETH E.	AP	17-OCT-2007	

Figure 4-46: Civil Update – Opposing Counsel

To change current information:

From the Participant block, press **CONTROL + PAGE DOWN** to go to the **OPPOSING COUNSEL** block.

**DOWN ARROW** to move through the Opposing Counsel records and highlight the record to be updated.

To delete the record:

- Press **SHIFT + F6** in any field in the selected record.

To change information:

- Inits** or **Type** - Press **F9** and select the new code.
- Start Date** – Enter a new date.
- End Date** – Enter the date the Opposing Counsel's involvement in the case ended.

To add a new Opposing Counsel:

**DOWN ARROW** to a blank line or press **F6** to insert a line.

- Inits** - Press **F9** and select the initials for the new Opposing Counsel.
- Start Date** – Enter date the new Opposing Counsel was assigned to the case.
- End Date** – Not used when entering a new record.

If the Opposing Counsel is not included in the list of values (LOV), press **F3** to GoTo the opposing Attorney Picklist form and enter the applicable information. When you are done, click on the **Exit** icon to return to the Opposing Counsel form.

See Section 4.17.2, *Opposing Attorney* for additional information on the Opposing Attorney Picklist.

#### 4.16. Participant Information

To add or change Participant information for a civil action:

- Select Civil, Update, General Update, Participant from the LIONS Main Menu. Enter a USAOID and press F8.

OR

- Select **Civil, Case Summary** from the LIONS Main Menu. Enter a USAOID and press F8. Select **Participant** from the Case Summary menu.

LIONS will open the **PARTICIPANT** form for the requested case as shown in Figure 4-47.

**Figure 4-47:** Civil Update – Participant

The **Type** code **CANNOT** be changed in the Participant screen. If Type is incorrect, delete the participant record and enter a new record with the correct Type.

If **Role** begins with D or P, it can **ONLY** be changed to another code beginning with D or P.

To change **Role** to a code that does not begin with D or P, **DELETE** the participant record and enter a new record with the new Role code.

**Caution:** Deleting a Participant related to **Court History**, **Relief**, or **Event** records, requires that these relationships be re-established if necessary.

The code entered in the **Type** field determines the screens used to enter Participant information.

If Participant Type is I (Individual) refer to Chapter 3, Sections 3.7.7.1 and 3.7.7.2 for the forms and instructions for entering data for Individual participants. Press  to navigate through the forms.

If Participant Type is B (Business) refer to *Chapter 3, Sections 3.7.7.3 and 3.7.7.4* for the forms and instructions for entering data for Business participants.

If Participant Type is P (Property) refer to *Chapter 3, Sections 3.7.7.5 and 3.7.7.6* for the forms and instructions for entering data for Property participants.

To track multiple appraisals for a piece of property:

- Highlight the property record in the Participant block.

Press  to navigate to the Property Value block shown in Figure 4-48.

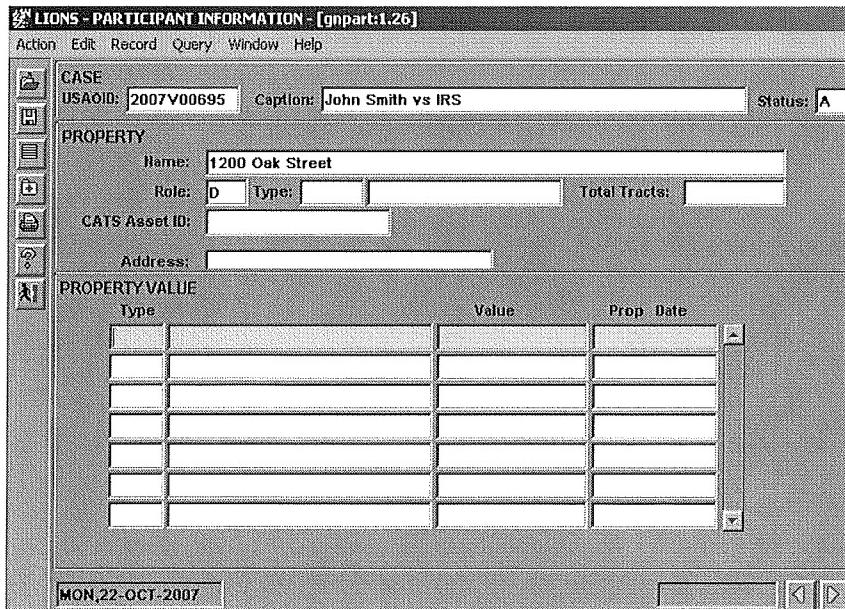
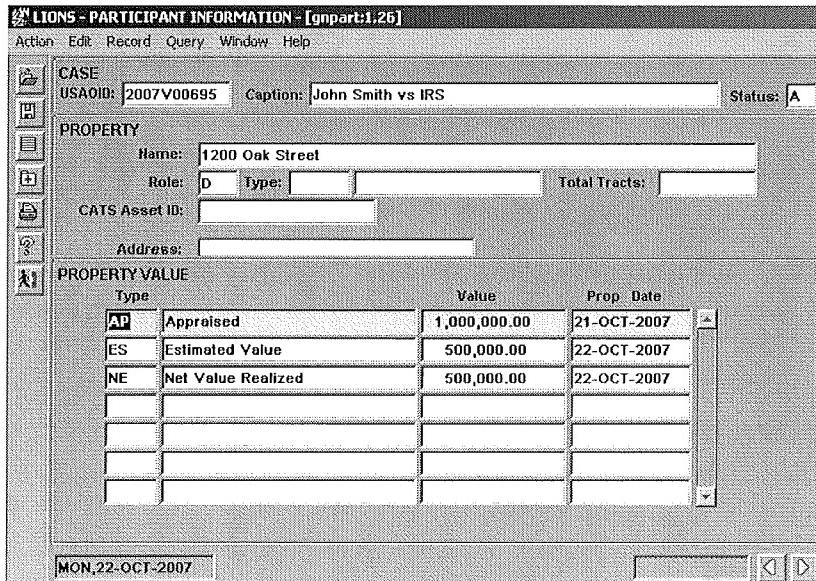


Figure 4-48: Property Value

- **Type** - Press **F9** and select a code for the type of valuation.
- **Value** - Enter the dollar value (do not enter \$).
- **Prop Date (Property Date)** - Enter the date the valuation was made.

As shown in Figure 4-49, multiple records can be entered to track different appraisals received on property or the actual proceeds received from any sale of the property.



Type		Value	Prop. Date
AP	Appraised	1,000,000.00	21-OCT-2007
ES	Estimated Value	500,000.00	22-OCT-2007
NE	Net Value Realized	500,000.00	22-OCT-2007

Figure 4-49: Multiple Appraisals for Property

## 4.17. Picklists

There are several look-up tables in LIONS which the district has total control. These look-up tables are called Picklists. Districts can add, change or delete entries for **AGENCY OFFICE**, **OPPOSING ATTORNEY**, **EXPERT** or **JUDGE** as necessary to meet local requirements. Information added to any of the Picklists will automatically be reflected in the LOV for the field.

- Select **Civil, Picklists** from the LIONS Main Menu as shown in Figure 4-50.

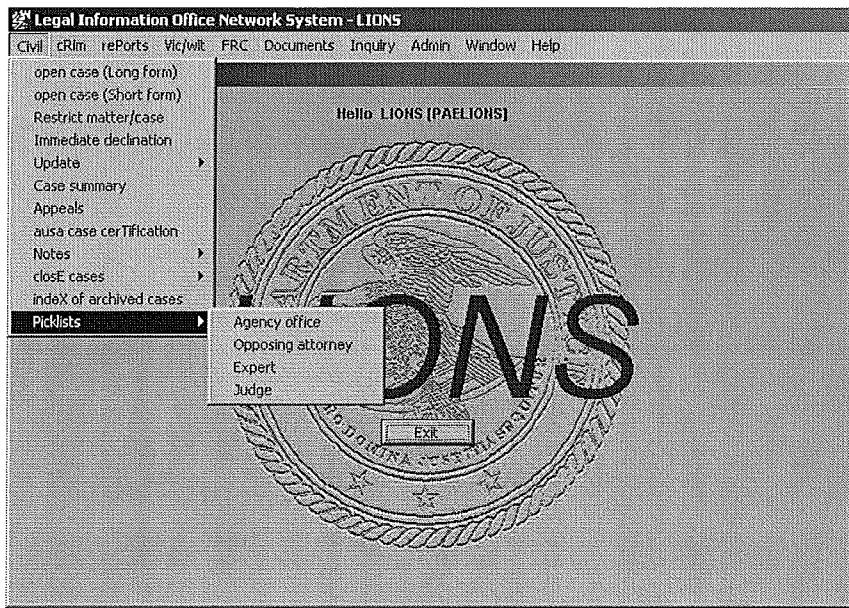
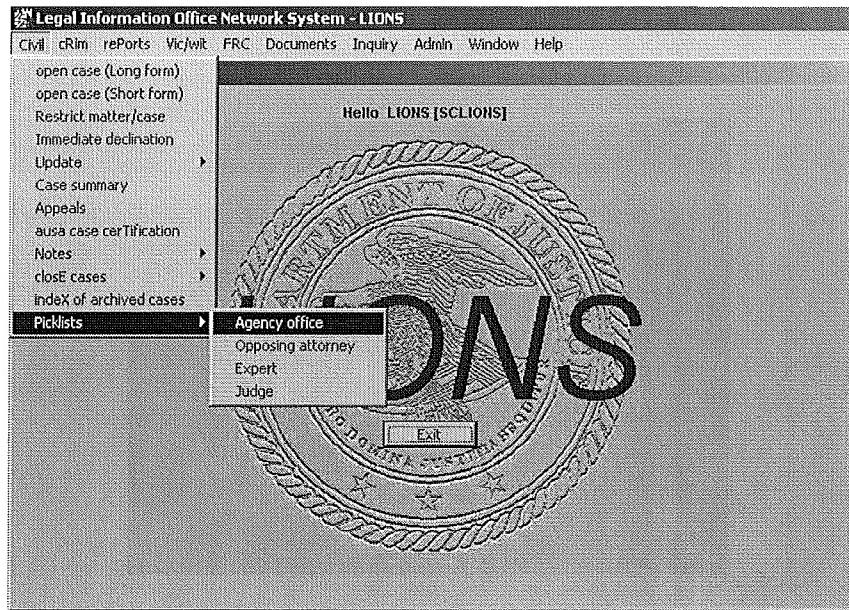


Figure 4-50: Civil Update - Picklists

### 4.17.1. Agency Office

This option allows you to capture multiple addresses for the same agency within a branch. To access the form:

- Select **Agency Office** from the Picklists menu as shown in Figure 4-51.



**Figure 4-51: Picklist - Agency Office**

The screen shown in Figure 4-52 opens.

This screenshot shows the 'Agency Office Picklist Form'. It contains fields for 'Agency' (with a dropdown arrow), 'Address', 'City', 'State', 'Zip', 'Solutions', 'Client's Last Name', 'Client's First Name', and 'Client's Title'. A small 'Forms' window is overlaid on the bottom right, containing the text: 'Press F7 to open up the Agency field. Then you can either: Enter the Agency code and description if known.' There is also an 'OK' button in the bottom right corner of the 'Forms' window.

**Figure 4-52: Agency Office Picklist Form**

- Press F7 to open up the Agency field. Then you can either:  
Enter the Agency code and description if known.
- OR
- Press F9 to display the Agency LOV, as shown in Figure 4-53.

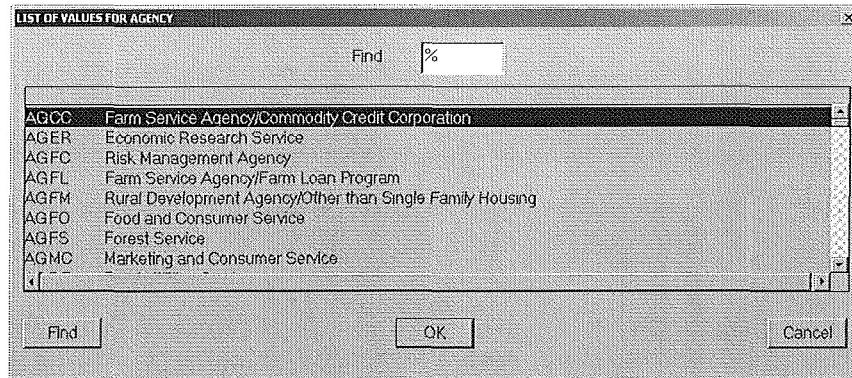


Figure 4-53: Agency LOV

- Select the code for the Agency for which the new address is being added and press **OK**.
- Select **Query, Execute**.
- Enter the new address. If you have another address to enter for the same agency, press **DOWN ARROW** to go to a blank record or press **F6** to add a blank record and continue data entry.

Press **F8** and a pop-up dialog box, as shown in Figure 4-54, will appear.

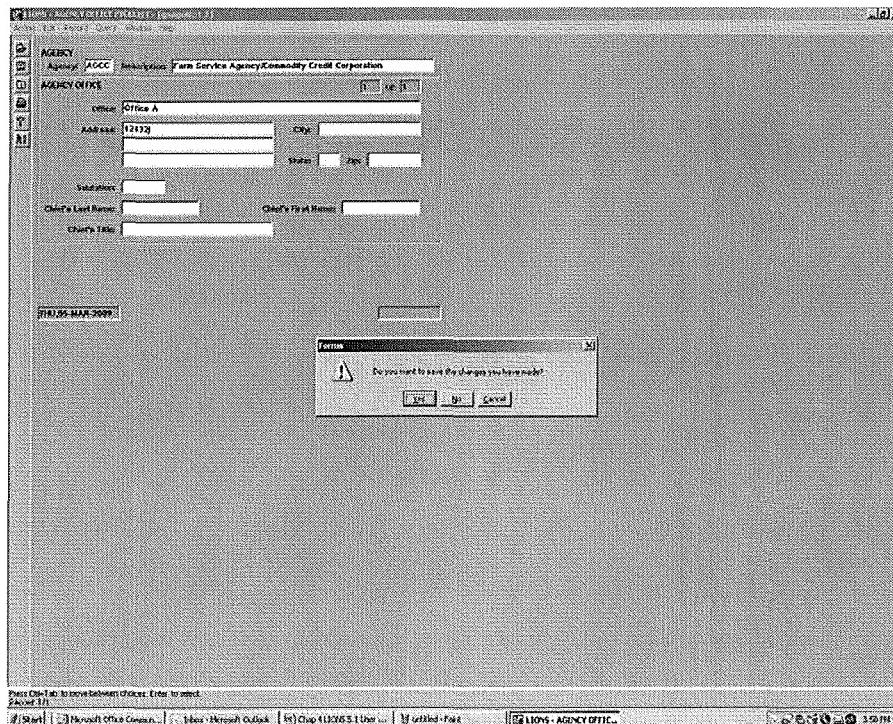


Figure 4-54: Agency Office Save Dialog Box

- Click the appropriate button.
- Press the **Exit** icon to **Exit** the Agency Office screen.

The next time the agency code is entered in a case, you can press **F8** and LIONS will automatically populate the address in Agency Office block.

#### 4.17.2. Opposing Attorney

This option allows you to capture pertinent information concerning an opposing attorney. To add an attorney to the Opposing Attorney Picklist:

- Select Opposing Attorney from the Picklists menu as shown in Figure 4-55.

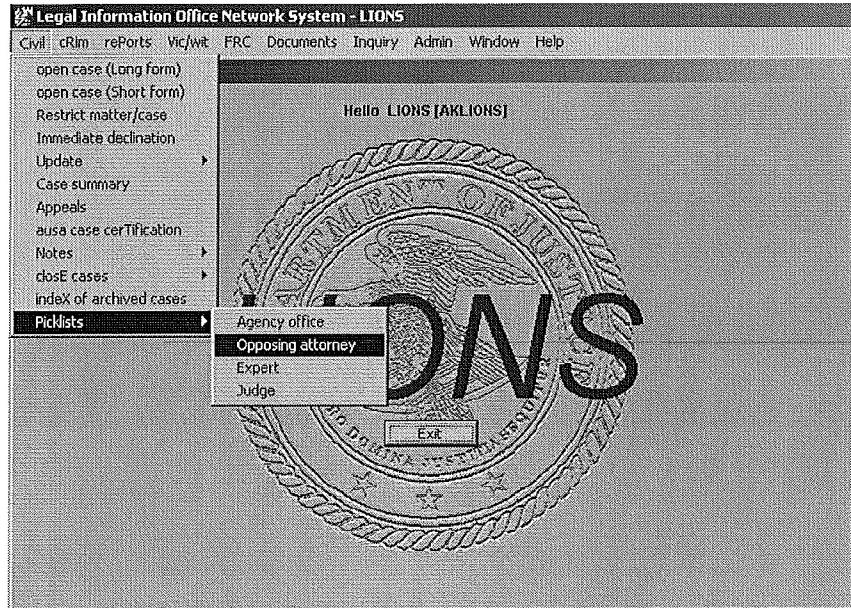


Figure 4-55: Picklist - Opposing Attorney

The Opposing Attorney Picklist shown in Figure 4-56 opens.

Figure 4-56: Opposing Attorney Picklist

**Inits (Initials)** - Enter a unique set of initials for the Opposing Attorney.